

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Professional and Scientific Classification System
Date: June 1, 2001

Recommended Action:

Approve the proposed revisions to the professional and scientific classification system at Iowa State University.

Executive Summary:

Regent Procedural Guide §4.03 requires that the changes to the institutional professional and scientific pay plans involving the addition, deletion or changes to titles or pay grades be approved by the Board prior to implementation. ISU is proposing revisions in its P&S classification system that include the addition of 13 new classifications, changes in pay grade assignments for seven classifications, and the deletion of three classifications. The University has an on-going objective to maintain a titling structure that is flexible and accurately reflects jobs within the University.

There are approximately 2,228 P&S staff members in 429 classifications at Iowa State University. P&S classifications cover a variety of positions such as administrative assistants, registered nurses, engineers, student advisors, accountants, research scientists, and various managers.

The following additions of new classifications, pay grade changes, and the deletion of obsolete titles within Iowa State University's P&S Classification are proposed:

Additions

Title	Pay Grade	Comments
Head Athletic Equipment Coordinator	P13 (\$29,250 - \$48,467)	To establish two levels of equipment coordinator
Assistant Vice President Student Affairs	P20 (\$75,597 – open)	New and unique position established in Student Affairs
Manager Ames Lab Accounting	P17 (\$46,575 - \$82,945)	To correct accounting classification series
Veterinary Specialist	P18 (\$54,041 – \$97,916)	No title in current system to reflect new, unique position
Manager Athletic Grounds	P15 (\$35,980 - \$61,847)	No title in current system to reflect duties
Assistant Director of Governmental Relations	P15 (\$35,980 - \$61,847)	No title in current system to reflect new, unique position
Sign Language Interpreter	P14 (\$32,268 - \$54,472)	Previously contracted out for this service
Manager Extension Computer Services	P17 (\$46,575 - \$82,945)	New and unique position in Extension
Assistant to the President	P20 (\$75,597 – open)	Position was previously filled as faculty
Associate Director Residence-Facilities Management	P18 (\$54,041 – \$97,916)	To distinguish the qualifications and duties of this position from other Associate Director Residence positions.
Asst. to VP - Business & Finance	P15 (\$35,980 - \$61,847)	To distinguish the position from Administrative Specialist and Program Coordinator positions
Assistant Treasurer	P17 (\$46,575 - \$82,945)	To distinguish the position from accountant positions at ISU
Advancement Specialist	P15 (\$35,980 - \$61,847)	To distinguish this group of positions from the Communications Specialist series.

Pay Grade Changes

Title	Pay Grade From	Pay Grade To	Comments
Asst. Manager Purchasing to Asst. Director Purchasing	P16 (\$40,915 - \$71,604)	P17 (\$46,575 - \$82,945)	Reflects change in organizational structure and increase in scope and duties assigned to the position.
Associate Director Public Safety	P17 (\$46,575 - \$82,945)	P18 (\$54,041 - \$97,916)	Reflects increase in scope and duties assigned to the position.
Assistant Manager Facilities Maintenance	P13 (\$29,250 - \$48,467)	P14 (\$32,268 - \$54,472)	Reflects increase in scope and duties assigned to the position.
Director of CIRAS	P18 (\$54,041 - \$97,916)	P19 (\$63,325 - \$116,697)	Reflects increase in scope and duties assigned to the position.
Manager Univ. Public Radio to General Manager WOI Radio	P17 (\$46,575 - \$82,945)	P18 (\$54,041 - \$97,916)	Reflects increase in scope and duties assigned to the position.
Manager. Printing Services	P17 (\$46,575 - \$82,945)	P18 (\$54,041 - \$97,916)	Reflects increase in scope and duties assigned to the position.
Registrar	P19 (\$63,325 - \$116,697)	P20 (\$75,597 - open)	Reflects increase in scope and duties assigned to the position.

Deletions

Title	Pay Grade	Comments
Director of Intercollegiate Athletics	P20 (\$75,597 - open)	Changed to a contract position
Anatomical Preparator	P15 (\$35,980 - \$61,847)	Obsolete title
Manager. Mechanical. Distribution Services	P15 (\$35,980 - \$61,847)	Obsolete title

BACKGROUND:

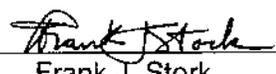
Iowa Code §262.9(2) provides that the Board appoints institutional employees and fixes their compensation. There are four categories of employees: institutional officials, faculty, professional and scientific staff, and merit system employees. Each institution and the Board Office has a separate pay system for professional and scientific staff.

Pay grade assignment is based upon application of the Job Evaluation Instrument in compliance with the state's comparable worth law (Iowa Code §70A.18). The law requires that a state agency shall not discriminate in compensation for work of comparable worth between jobs held predominantly by women and jobs held predominantly by men. "Comparable worth" in the context of the law means the value of work as measured by the composite of the skill,

effort, responsibility, and working conditions normally required in the performance of work.

Approval is recommended.


Marcia R. Brunson

Approved: 
Frank J. Stork